

Smart Search and Delivery

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Now that the basics of the Library's new computer system are working smoothly, it's time to share with you some of the great new features you can use in the online catalog.

How would you like to get an email telling you when a new item is added to our collection that matches a topic, genre, author, or format that you would like to know about? It can happen! Say that you want to know when any new books by David Baldacci or Nora Roberts are purchased. Perhaps you want to know what new nonfiction Books on CD we get. Maybe you want to know what new picture books are now here.

Follow the steps below to set up your own automatic searches, and have the new results emailed to you on a weekly or monthly basis. Here's one Saved Search that I use. I like to know when any new Adult Fiction DVDs are added that were produced during the past two years or so; that way I won't miss any new movies that we get.

To get started, I go to the Library's catalog.sjlib.org/polaris. I click on "Keyword" under the blue "SEARCH" tab. In the box for "Keyword search for" I type an asterisk (*). That's a wild card that will bring back everything in that field. For "Search by" I use the dropdown menu to choose "Title". Then I "Limit by" DVD, and click the "Go!" button. I'm not quite done yet. I've now got a list of ALL of the DVDs the Library owns—adult, young adult and children's, fiction and nonfiction, and produced during any year. Now to apply some expert tips!

I click on the blue "More Search Options" underneath the search boxes. Under the "Collections" heading I choose "Adult Fiction DVD". I can choose more than one collection (if, say, I want Young Adult Fiction DVDs, too) by holding down the control key and clicking on the collections I want to include. Under "Publication Dates" I use this method to select 2014, 2015 and 2016. Then I click the "Set Search Options" button.

My search runs. I get 281 items. Wow! Now that only shows what the Library already owns in Adult Fiction DVDs produced during those three years. How can I know when new ones are added and what they are? Here's the Magic!

On the top right I click on a blue button that says “Save Search”. If I’m not already logged in to my Library account, I’ll be asked to do that at this point. I see my search criteria on the left hand side in the middle of the page.

I call this search “2014-2016 Adult Fiction DVDs” in the “Search name” field, or simply “New Movies”. My email is automatically filled in, so now I decide if I want to get an email if there are no results for one period. I can uncheck that box if I don’t.

Then I choose how often I want my search to run—Weekly or Monthly. I can also choose to Suspend the searches here at any time. Then I choose the “Number of times to run”. I choose 100 Weekly searches. Then I click “Save Search” and I’m done!

Here is what a results email may look like:

Saved Search Name: 2014-2016 Adult Fiction DVDs

Description:

Search Criteria: FIND TI={freetext}*{/freetext} AND TOM=dvd

Creation Date: Thursday, March 26, 2015

Last Run Date: Friday, June 26, 2015

No. searches to run: 100

No. searches run: 11

Period of search: Weekly

	<p>Title: While we're young</p> <p>Call Number: WHILE</p> <p>Description: 1 videodisc (97 min.) :</p>	
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The title is a link that I can click that takes me to the catalog entry for the item where I can place a hold. I may get zero titles or twenty, depending on how many items that match my search criteria were added that week or month.

Never miss another new book by your favorite author, anything new on a specific subject, any new mysteries, romances, or holiday books, or new graphic novels. You pick what you want to get, and the information is delivered to your email.

We've got more tips and tricks for using the Library catalog that we'll be sharing with you, or drop by anytime and ask a staff member for help.

See you at the Library!